

Jefferson County
Finance Committee Minutes
July 12, 2012

Committee members: Braugher, James B.
Hanneman, Jennifer
Jones, Richard C. (Chair)
Mode, Jim
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present except for James Braugher. Staff in attendance was Gary Petre, Phil Ristow and Tammy Worzalla.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting complied with the Open Meeting Law.
4. **Review of the agenda** – No changes.
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for June 14, 2012** – A motion was made by Mode/Hanneman to approve the minutes for June 14, 2012 as drafted. The motion passed 4-0.
7. **Communications** – Gary Petre directed the Finance Committee to the CliftonLarsonAllen management letter suggesting a discussion of this to be added to the August Finance Committee meeting.
8. **Discussion and possible action regarding contingency fund request by the Sheriff Department regarding funding for** – All of the following were explained by Paul Milbrath, Jeff Parker, and Todd Lindert to the Finance Committee.
 - a. **Study regarding construction of a new Courthouse security entrance – \$8,000** – Jim Mode would like the study to include energy saving ideas such as light tubes. Gary Petre explained that those ideas are already being looked into. A motion was made by Molinaro/Mode to transfer \$8,000 from the contingency fund 9802.599900 to Central Service's Capital Building Outlay 1901.594809 to fund revised plans for the construction of a new Courthouse security entrance. The motion passed 4-0.
 - b. **Wages and benefits related to full-time staffing of the current security station**- The additional wages and benefits that were not budgeted for in 2012 for the full-time staffing of the current security station is currently projected at \$5,258. John Molinaro would like an opportunity to discuss the fiscal impact of the increased staffing for the courts with the judges. No action was taken at this time.
 - c. **Squad video systems** - At the meeting, a quote was received for the remaining video systems which included 4 back-up hard-drives and 2 back-up lapel microphones for a total of \$67,810. A motion was made by Mode/Molinaro to use \$30,000 of the remaining \$80,000 left over in the Sheriff's budget from the parking garage repair from the Capital Improvement Building 2001.594822 and transfer up to \$38,000 from the contingency fund 9802.599900 to the Capital Other Equipment 2001.594810.01 for a total of \$68,000. The motion passed 4-0.
 - d. **Build a new radio communications building in Palmyra, at a cost not-to-exceed \$26,208** – A motion was made in combination of d and e.

- e. **Build an addition to the current radio communications building in Jefferson, at a cost not-to-exceed \$19,400** – A motion was made by Hanneman/Mode to transfer \$45,618 of the projected \$80,000 unused portion of the parking lot reconstruction project budgeted for in the Sheriff's budget under Capital Improvements Building 2001.594822 to cover the costs for the new radio communications building in Palmyra and an addition to the current radio communications building in Jefferson in the Capital Building 2006.594809. The motion passed 4-0.
- 9. **Discussion and possible action regarding the utilization of the proceeds from the sale of a truck for the log cabin restoration at Dorothy Carnes Park** – A motion was made by Molinaro/Mode to allow the Parks Department to spend the \$5,300 of proceeds received from the sale of a truck to any project that the Parks Committee directs these funds toward. The motion passed 4-0.
- 10. **Set "final" dental rates for next year's budget** – A motion was made by Molinaro/Jones to approve the final calendar year dental insurance rates for 2013 to be set at a rate approximately 10% lower than the 2012 budgeted amount which is \$37.80 for single and \$81 for family. The motion passed 4-0.
- 11. **Treasurer quarterly investment review as per investment policy** – John Jensen addressed the Finance Committee updating them on the County's current investments. No action taken.
- 12. **Status update on the Finance Director position** – Gary Petre updated the Finance Committee that they are actively looking at an individual for this position. He hopes to bring more information regarding this individual to the August Finance Committee. No action taken.
- 13. **Update on contingency fund balance** – Tammy Worzalla directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance including the adjustments at today's meeting of \$298,334.22; the other contingency fund balance at zero which was transferred to cover the 2% wage adjustment approved by the County Board, and the vested benefits fund balance of \$244,001.50.
- 14. **Discussion regarding the 2013 budget development process** – Gary Petre updated the Finance Committee to the budget process so far and explained that a few of the Departments have already submitted their budgets. All of the department's budgets are due July 20th except for the Sheriff Department and Human Services which will receive one extra week. No action taken.
- 16. **Set future meeting schedule, next meeting date, and possible agenda items** – The next month's agenda will include a discussion on the CliftonLarsonAllen Management Letter, Ehler's estimates of the cost of bonding, and a consideration of recommending confirmation of the Finance Director to the County Board.
- 15. **Payment of invoices** - After review of the invoices, a motion was made by Mode/Hanneman to approve the payment of invoices totaling \$879,774.74. The invoices for the purchase of gift certificates for Veterans will need to have a receipt attached after they are purchased and the Veterans department will track the recipients of these gift certificates. The motion passed 4-0.
- 17. **Adjourn** – A motion was made by Mode/Molinaro to adjourn at 10:05 a.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

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